



## Special Events Application for Private Use of Public Space

*This permit is required in order to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to public health, safety and welfare.*

**Event Title:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**Time of event:** \_\_\_\_\_

**Set up time:** \_\_\_\_\_ **Break down time:** \_\_\_\_\_

**Approximate # of participants:** \_\_\_\_\_ **Estimated Audience:** \_\_\_\_\_

**Approximate # of event staff:** \_\_\_\_\_

**Will streets need to be closed for this event?** \_ \_\_\_\_\_

\*If yes, please indicate number of barricades needed \_\_\_\_\_ and location for the barricades to be dropped off

\_\_\_\_\_  
*\*Note: Barricades must be returned in the same condition as they were issued. Repair or replacement costs(\$60 each) for barricades will be charged to the above listed contact person.*

**Contact Person:** \_ \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Event status:** \_\_\_open to the public \_\_\_admission charged  
\_\_\_not open to public \_\_\_registration fee required

**Applicant Status:**

- \_\_\_ Wilmington residential or community group  
\_\_\_ Government Agency  
\_\_\_ Not for profit (attach copy of IRS letter of determination)  
\_\_\_ For Profit federal Tax ID: \_\_\_\_\_  
\_\_\_ Private Citizen

**Location and/or route of event (attach map):**

Describe event activities, entertainment & participants, including VIP's.  
Attach extra pages if needed:

**Purpose of Event:**

☐ First Amendment Rally    ☐ Festival    ☐ Memorial  
☐ Block Party    ☐ Fund Raiser    ☐ Recreational Activity  
☐ Parade    ☐ Education    ☐ Private Function  
☐ Other,  
specify: \_\_\_\_\_

**Have you held this event in previous years?** \_\_\_\_\_

**Please check below all items that apply to your event:**

- ☐ Use of Riverfront Park-across from Fed. Bldg. (\$35 fee, checks to City of Wilmington)
- ☐ Selling or serving food; contact NHC Health Dept. 798-6667
- ☐ Selling products/concessions; contact Licensing office 341-7825
- ☐ Docking boats; contact dockmaster 520-6875
- ☐ Using power; contact Cape Fear Electric 762-0208
- ☐ Using hydrants for non-sponsored event; contact Laniers Temporary Water Service -620-6739 or Hampstead Water transport - 270-1212 or 367-9170
- ☐ Having fireworks; Contact City Fire Dept. 343-0696
- ☐ \*Closing streets; Contact downtown svcs. 254-0907 and Parking 342-2786
- ☐ Requiring security; Contact City Police 343-4761
- ☐ Having port-a-johns; NHC Health Dept. requires 1/100ppl 798-6667
- ☐ Having food vendors; contact NHC Health Dept. 798-6667
- ☐ Trash & clean-up-Contact Public Services 341-7875
- ☐ Having an on-water activity; contact US Coast Guard 772-2226
- ☐ Using amplification; contact City Police 343-3630

*\*Please review attached street closure procedures form*

For City supported events, the City requires a copy of your certificate of insurance with the City listed as additional insured.

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*Applicant signature*

*Date*

## ***Street Closing Permitting and Notification Procedure***

1. A completed Event Application shall be submitted to the City Downtown Services Office for review at a minimum of 1 month prior to the event. Incomplete applications will not be considered or accepted. The City shall notify the applicant when there are conflicts or concerns regarding the application. The City will issue an official Permit on City letterhead for distribution at least 10 business days before the proposed street closure date.
2. The applicant shall distribute copies of the application to all businesses and residents within a full block, in each direction, of the planned activity (more blocks may be required where traffic flow and parking are heavily impacted). The applicant is responsible for seeing that business tenants and residents on upper floors receive the same notification and consideration as street-level tenants. The applicant shall have each recipient initial for receipt of the application on the attached approved sign-off form, and shall submit the original sign-off form to the City Downtown Services Office. Incomplete sign-off sheets will not be accepted by the City Downtown Services Office, and may be grounds for denying permits.
3. Businesses shall have 1 - 2 business days in which to notify the City of any concerns or objections in reference to the proposed street closure. The City shall attempt to resolve concerns or objections reported in consultation with the business and applicant.

### ***Restrictions***

- A. A minimum of three blocks separation must be maintained between any two street closure locations occurring at the same date.
- B. No more than two permits shall be issued within any downtown business district or residential neighborhood for any given date.
- C. In the event of natural or civil disasters, the City reserves the right to cancel all outstanding permits on both public and private properties within City limits. Should evacuation of a street, neighborhood, or district be deemed necessary by fire, police, or other emergency authorities, all outstanding permits for that area are null and void. Permits will be re-granted as soon as possible after the State of Emergency proclamation has been lifted.
- D. The City reserves the right to change, modify, update, or waive provisions of these guidelines where necessary for the public's safety and convenience.
- E. The City reserves the right to cancel street closure permits and/or take further restrictive actions where necessary to assure adherence to these guidelines.

# STREET CLOSURE NOTIFICATION

An applicant has requested to block your street on (date) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_. Please indicate below whether you have received a copy of their application. You will have 2 days from receipt of the application to contact the City of Wilmington, 254-0907, with any concerns or problems you have with this closure. Thank you for your cooperation.

[illegible]